

#### CITY OF LAMAR

102 E. Parmenter St. Lamar, CO 81052-3299 Phone - 719-336-2085 www.ci.lamar.co.us

### Requirements for the City of Lamar Planning & Zoning Commission Application

The following needs to be submitted to schedule a hearing with the City of Lamar Planning & Zoning Commission:

- 1. Planning & Zoning Commission application filled out, signed, and notarized.
- 2. Proof of legitimate legal interest in the property. Copy of the following documents are acceptable forms of proof of interest in the land:
  - a. Deed (Quit Claim Deed, Warranty Deed)
  - b. Contract to buy and sell real estate, if you expecting to purchase the property
  - c. Land Contract
  - d. If the applicant is not the owner, formal written and notarized authorization from the property owner to file the application.
- 3. List of property owners within 200 feet of the property (all sides) from the Prowers County Assessor's Office. The Assessor's office is located at 301 S Main St, Suite 205, Lamar, CO 81052.
- 4. Refer to the current City of Lamar Fee Schedule for fee amount.

An application will not be considered complete and a public hearing will not be scheduled until all of the required documents are completed and submitted.

Supplemental documents that need to be submitted to support the request.

Examples of these documents are:

- Statement of request
- Site Plan
- Photos (if available)
- Floor Plan
- Landscape Plan
- Parking Plan
- Survey (if available)
- Neighbor's written approval

### The documents may be submitted via:

- 1. Hand Delivered
- 2. Mailed to: City of Lamar

Attn: Building Department 102 E. Parmenter St. Lamar, CO 81052

- 3. Faxed to (719) 336-2787
- 4. E-mailed to: stephanie.strube@ci.lamar.co.us

### Applications can be obtained by:

- 1. www.ci.lamar.co.us
- 2. email: stephanie.strube@ci.lamar.co.us
- 3. Calling (719) 336-2085
- 4. at the Building Department

102 E. Parmenter St Lamar, CO 81052

### Allow two (2) to three (3) weeks to process the application.

The Planning & Zoning Commission is a recommending body to the City Council. The final decision is made by City Council.

Please contact the City of Lamar Building Department at (719) 336-2085 if you have any questions.

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<sup>\*</sup>Note that all documents submitted will become public record.

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## Case No.: **PZ-**\_\_\_\_\_\_

### PLANNING & ZONING APPLICATION

I (We),	, of	, Lamar, Colorado
respectfully petition () Annexation	the Planning & Zoning Con	mmission to review the following:
() Re-zoning () Subdivision () Other (ple	on, Re-plat (dedications only	y), Preliminary / Final Plat Review
request pertaining to	Section(s)	of the Zoning ordinance.
Property Address: _		
Applicant Name:		
Applicant Address (	if different from above):	
Phone:		
Property Owner:		
		opeal:
Zoning District:		
Current Land Use: _		
Proposed Land Use:		
What is the applican	t's interest in the premises	affected?
Additional Remarks	:	

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Dates of Hearing Advertised:\_\_\_\_

Remarks:

(\_\_\_\_) Approved (\_\_\_\_\_) Not Approved

APPROVAL

ACKNOWLEDGEMENT I (We) hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge. I (We) further state that if this request is granted, I (We) will proceed with the actual construction in accordance with the purposes herein stated and that any required private or public improvements imposed as a contingency for approval of the application may be required as a part of the approval process. Abandonment, change of use and/or failure to apply for a building permit and commence construction or action with regard to the approval within one (1) year of receiving approval, may automatically render the decision null and void, and subsequently the use shall be required to be in conformity with the current zoning regulations, unless a new application for expected use is made and granted. I (We) further acknowledge that the Planning and Zoning Commission is a recommending body and the City Council will give final direction and approval of the request. APPLICANT NAME APPLICANT SIGNATURE DATE PROPERTY OWNERSHIP CERTIFICATE I (We) hereby certify ownership of the property located at \_\_\_\_\_ Lamar, Colorado, and have acknowledge and consent the application to proceed with this appeal to the Planning & Zoning Commission. PROPERTY OWNER NAME PROPERTY OWNER SIGNATURE DATE State of COLORADO ) SS. County of Prowers NOTARY CERTIFICATE SUBSCRIBED AND AFFIRMED BEFORE ME IN THE COUNTY OF \_\_\_\_\_\_\_, STATE OF \_\_\_\_\_\_\_, THIS\_\_\_DAY OF\_\_\_\_\_\_, 20\_\_\_\_. NOTARY PUBLIC: MY COMMISSION EXPIRES: If ownership is not shown in recorded deed, e.g. if by court order, recent deed, or inheritance, please include documentation. DO NOT WRITE BELOW LINE \*\*\* FOR OFFICE USE ONLY \*\*\* Date Application Received: Date of Meeting: Case Number Assigned: PZ-\_\_\_\_\_ Amount Paid: Date of Hearing:

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Date Recorded:



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Case No.: PZ-	
Date:	

### PLANNING & ZONING COMMISSION APPLICATION

# PETITION TO VACATE STREET / EASMENT I (We) the undersigned, being the owner's representative of the property described as: hereby request that the City of Lamar vacate street / easement at: for the following reason(s): DO NOT WRITE BELOW LINE \*\*\* FOR OFFICE USE ONLY \*\*\* APPROVAL of Planning & Zoning Commission: (\_\_\_) Approved (\_\_\_) Not Approved Date Recorded: APPROVAL of City Council: Date Recorded: (\_\_\_) Not Approved (\_\_\_) Approved Date of Public Notice:

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